

Registering as a Preparer/Certifier for Exceptional Events

This job aide includes information on how to register as a Preparer or Certifier for the Exceptional Events Submission and Tracking System (“Exceptional Events”).

The Preparer and Certifier are two of the state roles in the Exceptional Events platform, described below:

1. **Preparer:** The Preparer is the person within a given state organization that is responsible for preparing a plan submission for later certification by an authorized representative of the organization. Preparers can create and fill out submissions to EPA, but cannot sign or submit official submissions, including exceptional events or mitigation plans.
2. **Certifier:** The Certifier is the authorized representative of the state organization responsible for signing and submitting submissions to EPA. Certifiers can create (if desired), modify (if necessary), sign, and submit forms to EPA through CDX.

For more information on the two Exceptional Events State Roles, see the “Overview of State Roles” job aide.

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Accessing the CDX Homepage

1. Access the Central Data Exchange (CDX) home page directly by selecting this URL (or entering it into your browser): <https://cdx.epa.gov/>. The homepage provides you with the following features:
 - a. **Log in:** If you already have an existing CDX account, you may log into the system by entering your User ID and Password, and clicking the ‘Log In’ button (see Figure 1). Then proceed to the next section to add the Exceptional Events program service to your account.
 - b. **Registration:** If you do not have an account with CDX, click the ‘Register with CDX’ button (see Figure 1) and proceed to [Creating a New CDX Account](#) to begin the CDX registration process.

Exceptional Events Submission and Tracking System



Figure 1: CDX Homepage

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CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID
TyBrewer

Password

☐ Show Password

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Warning Notice and Privacy Policy

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
6. at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
7. any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries; and
8. you may not process or store classified national security information on this computer system.

Privacy Statement

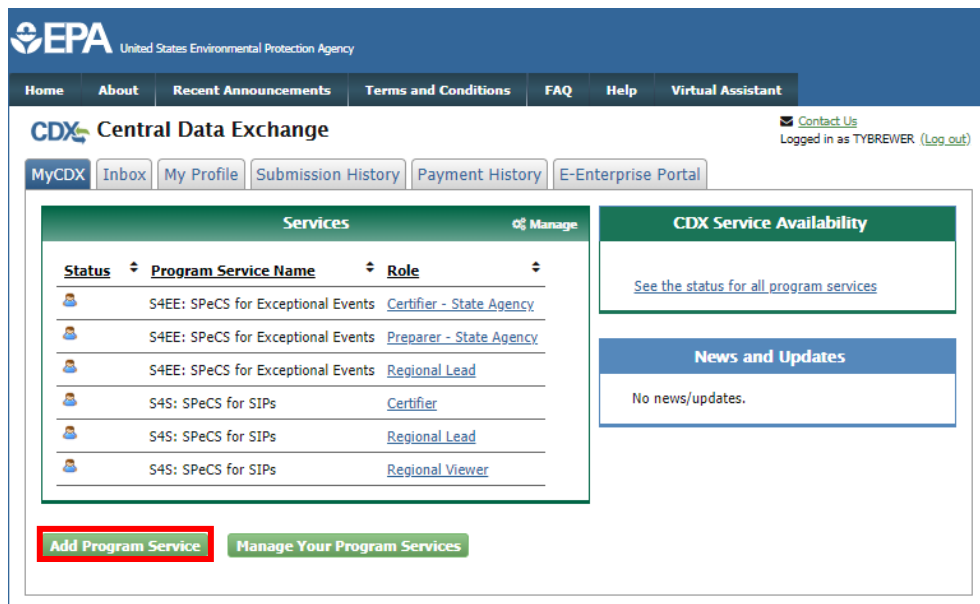
EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register: March 18, 2002 \(Volume 67, Number 52\)\]\(Page 12010-12013\)](#).

Adding the Exceptional Events Program Service to an *Existing* CDX Account

1. On the MyCDX page, select the 'Add Program Service' button (see Figure 2).

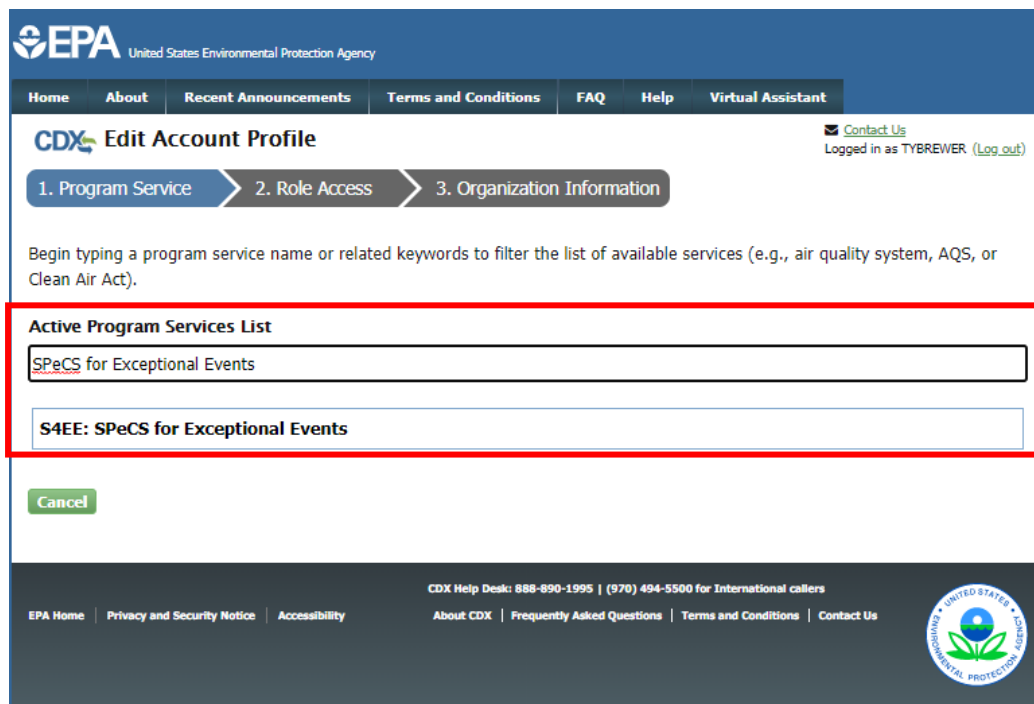


Figure 2: MyCDX Page



2. The Edit Account profile screen will appear. Search for the Exceptional Events program service in the Program Service page by entering the program service name in the 'Active Program Services List' text box (see Figure 3).

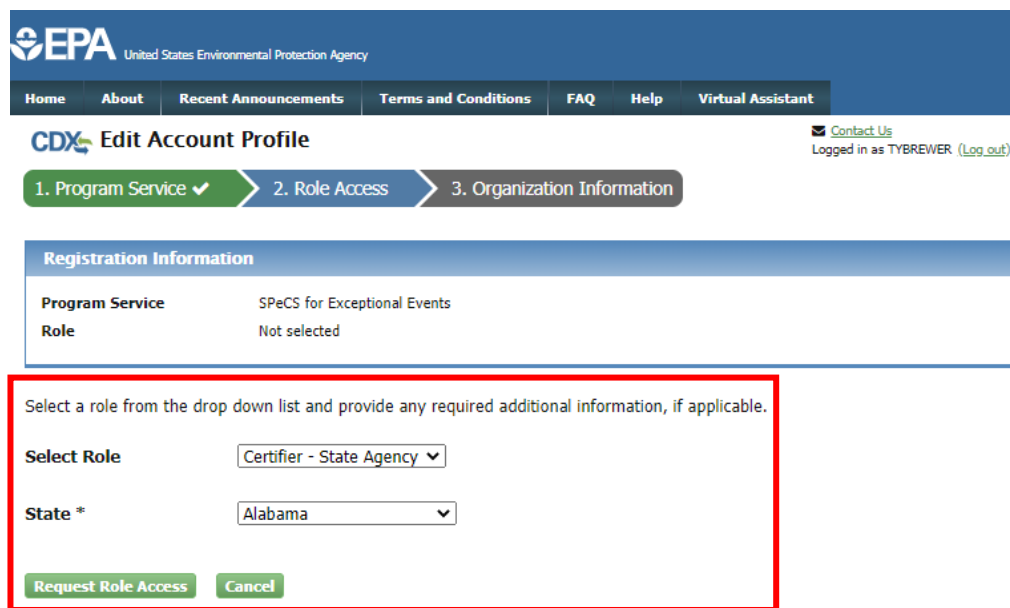
Figure 3: Selecting a Program Service



3. Select the 'S4EE: SPeCS for Exceptional Events' category.

4. You will be automatically redirected to the Role Access Page (see Figure 4). Select the appropriate role from the dropdown list on the Role Access page.
5. The 'State' or 'Local Agency' field will appear after selecting the role. From the dropdown field, select the state/local agency you are affiliated with.
6. Select the 'Request Role Access' button to complete adding the role to your account.

Figure 4: Role Access Page



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CDX Edit Account Profile [Contact Us](#)
Logged in as TYBREWER ([Log out](#))

1. Program Service ✓ 2. Role Access 3. Organization Information

Registration Information	
Program Service	SPeCS for Exceptional Events
Role	Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

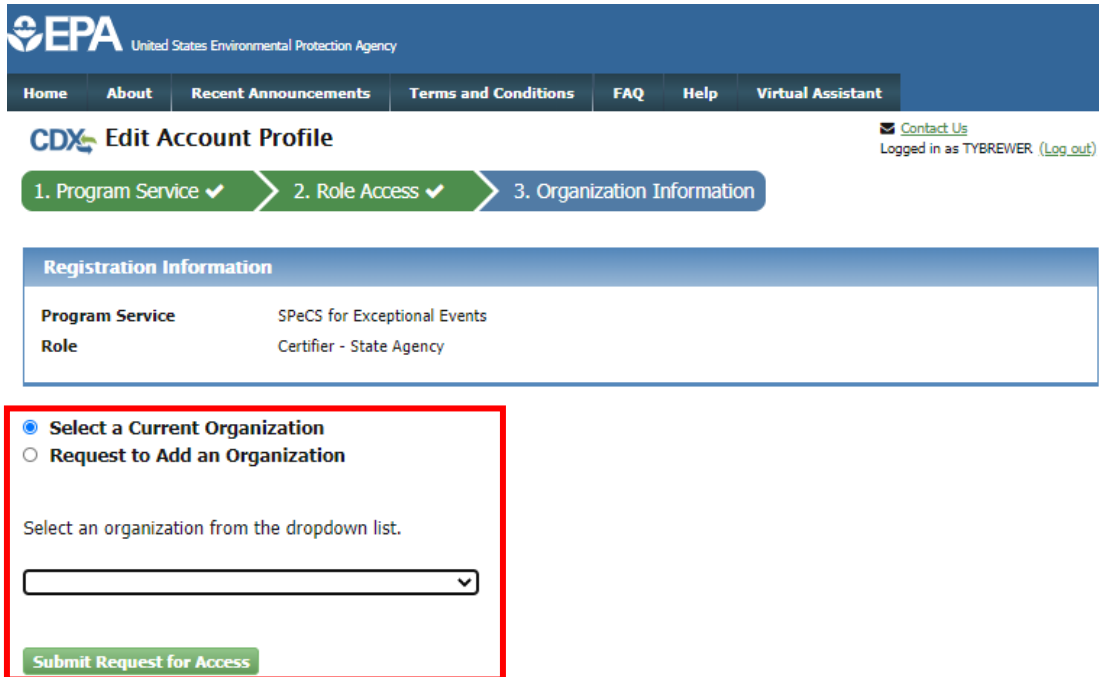
Select Role

State *

7. The Organization Information page will appear. On the Organization Information page (see Figure 5), choose one option from the following:
 - a. *Select a Current Organization.* If you already have other CDX Program Services associated with your account, this option will display the list of organizations that you associated with those program services. Select the appropriate organization from the dropdown list to associate with your for Exceptional Events role.
 - b. *Request to Add an Organization.* This option prompts you to enter keyword(s) to search for the name of the organization you wish to associate with your for Exceptional Events role.
 - i. If you see your organization in the search results table, click on the appropriate organization ID to select your organization.
 - ii. If the simple search returns too many results, you may 1) click on the "Use advanced search" at the bottom of the page; or 2) enter new keywords in the search box.
 - iii. If you cannot locate your organization in the search results, you may click the 'Request that we add your organization' link at the bottom of the page. The form will expand, and you can enter the name, address, and other information for the new organization.

8. Select the 'Submit Request for Access' button.

Figure 5: Organization Information Page



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CDX Edit Account Profile [Contact Us](#)
Logged in as TYBREWER (Log out)

1. Program Service ✓ 2. Role Access ✓ 3. Organization Information

Registration Information	
Program Service	SPeCS for Exceptional Events
Role	Certifier - State Agency

☒ Select a Current Organization
☐ Request to Add an Organization

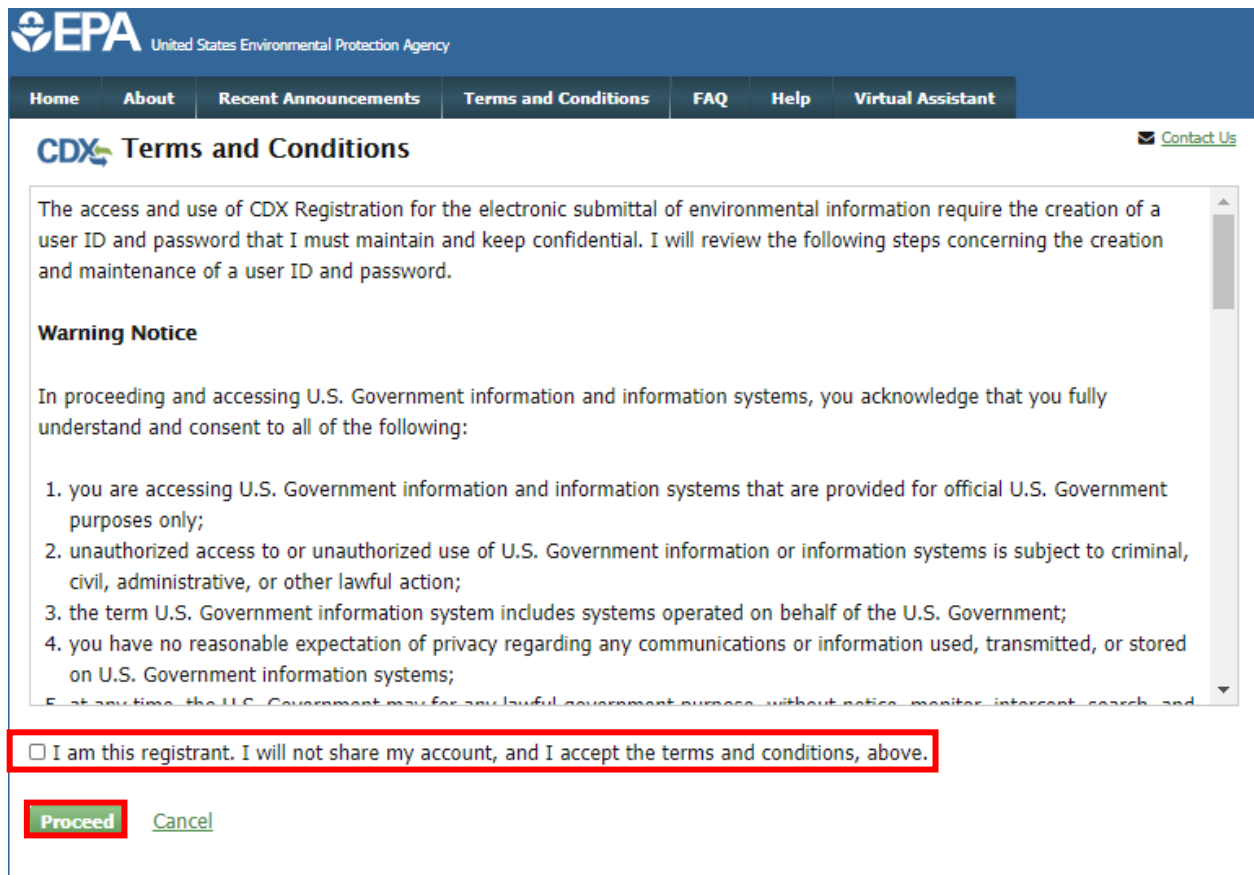
Select an organization from the dropdown list.

[Submit Request for Access](#)

Creating a New CDX Account

1. Go to the CDX Home Page at <https://cdx.epa.gov/>. To create a new CDX account, click the 'Register with CDX' button (see Figure 1).
2. The CDX 'Terms and Conditions' screen will be displayed, documenting the terms and conditions. To continue, accept the terms and conditions by selecting the 'I am this registrant. I will not share my account, and I accept the terms and conditions, above.' checkbox and the 'Proceed' button (see Figure 6).
 - a. You may cancel the registration process by selecting the 'Cancel' hyperlink. Note that if you decline the terms and conditions, you will not be able to proceed with the registration.
 - b. Once you have accepted the registration agreement, you are redirected to proceed with the registration process.

Figure 6: CDX Terms and Conditions



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CDX Terms and Conditions [Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

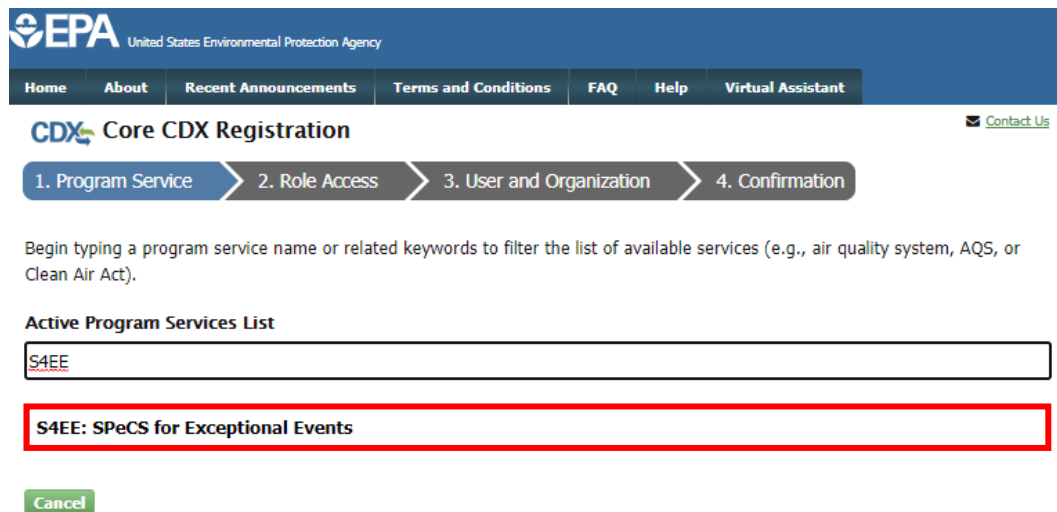
1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
5. at any time, the U.S. Government may, for any lawful government purpose, without notice, monitor, intercept, search, and...

☐ I am this registrant. I will not share my account, and I accept the terms and conditions, above.

Proceed [Cancel](#)

3. The 'Request Program Service' screen displays a list of active program services (see Figure 7). You may filter the active program service list by typing the program service name or related keywords in the text bar.
4. Select the 'S4EE: SPeCS for Exceptional Events' category from the Active Program Service List by clicking on the list item.

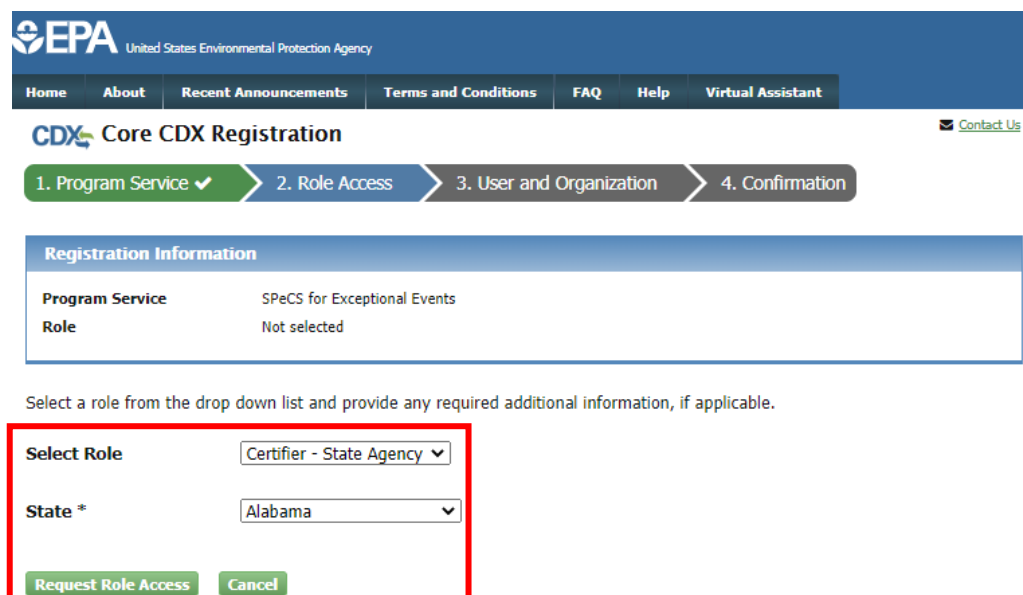
Figure 7: Program Service Selection



The screenshot shows the EPA CDX Core CDX Registration page. The navigation bar includes links for Home, About, Recent Announcements, Terms and Conditions, FAQ, Help, and Virtual Assistant. The CDX logo is also present. The registration process is shown in four steps: 1. Program Service, 2. Role Access, 3. User and Organization, and 4. Confirmation. The first step, Program Service, is active. Below the steps, there is a text input field for searching program services. The search results show "S4EE" as the selected option, which is highlighted in a red box. Below the search results, there is a "Cancel" button.

5. You will be automatically redirected to the Role Access Page (see Figure 8). Select the appropriate role from the dropdown list on the Role Access page.
6. The 'State' or 'Local Agency' field will appear after selecting the role. From the dropdown field, select the state/local agency you are affiliated with.
7. Select the 'Request Role Access' button to complete adding the role to your account.

Figure 8: Role Access Page



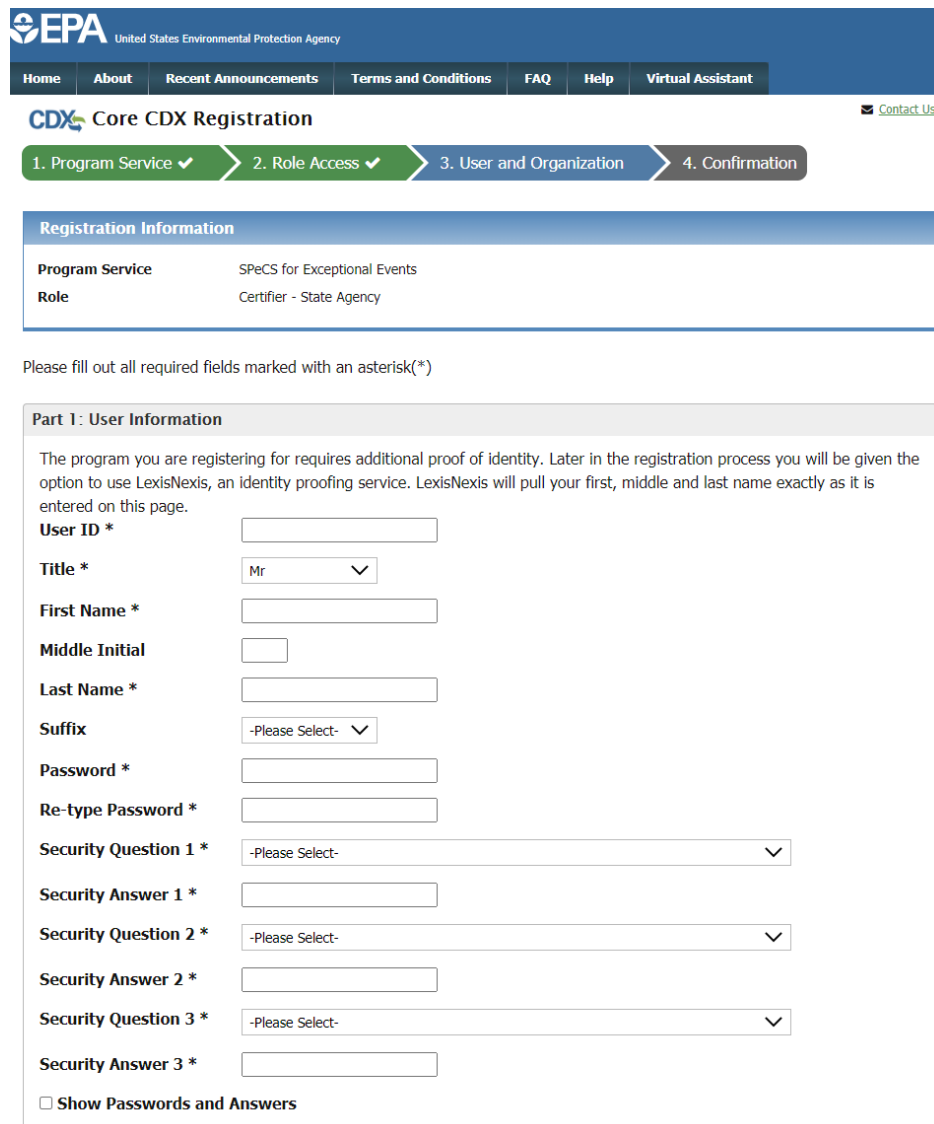
The screenshot shows the EPA CDX Core CDX Registration page, specifically the Role Access step. The navigation bar is the same as in Figure 7. The registration process is shown in four steps: 1. Program Service, 2. Role Access, 3. User and Organization, and 4. Confirmation. The second step, Role Access, is active. Below the steps, there is a "Registration Information" section. It shows "Program Service" as "SPeCS for Exceptional Events" and "Role" as "Not selected". Below this, there is a text input field for selecting a role. The role "Certifier - State Agency" is selected. Below the role selection, there is a "State *" dropdown menu with "Alabama" selected. At the bottom of the form, there are two buttons: "Request Role Access" and "Cancel".

Organization Information

1. The User and Organization Information Page will appear. On the 'Part 1: User Information' section of the 'User and Organization' page, enter your user information in all of the required fields marked with an asterisk (see Figure 9).
 - a. The 'Security Question' and 'Security Answer' selections are used to authenticate your identity in the event you forget your password and need to reset it. The answers you provide to the security questions are case insensitive.

Note: It is important that you carefully note your input for the 'User ID' and 'Password' fields, as you are prompted for this information during the Exceptional Events submission process and will need to provide an exact match for authentication.

Figure 9: User and Organization Information Page



The screenshot shows the EPA Core CDX Registration page. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, Help, and Virtual Assistant. Below this is the 'CDX Core CDX Registration' header with a 'Contact Us' link. A progress bar indicates four steps: 1. Program Service (checked), 2. Role Access (checked), 3. User and Organization (active), and 4. Confirmation.

Registration Information

Program Service	SPeCS for Exceptional Events
Role	Certifier - State Agency

Please fill out all required fields marked with an asterisk(*)

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *

Title *

First Name *

Middle Initial

Last Name *

Suffix

Password *

Re-type Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

☐ Show Passwords and Answers

2. On the 'Part 2: Organization Info' section of the 'User and Organization' page, search for the name of your existing organization (see Figure 10).

Figure 10: Organization Search

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
20074	VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY	629 EAST MAIN STREET	RICHMOND	VA	23219
25318	Virginia Department of Environmental Quality	629 East Main Street	Richmond	VA	23219
25319	West Virginia Department of Environmental Protection	601 57th Street SE	Charleston	WV	25304

Can't find your organization?
[Use advanced search](#) or [request that we add your organization](#).

- a. If you see your organization in the search results table, click on the appropriate organization ID to select your organization.
 - i. If the simple search returns too many results, you may use the advanced search option or choose to search again with modified keyword(s).
 - ii. Once an existing organization has been selected, you are required to enter an email and phone number with the option of entering a phone number extension or fax number (see Figure 11).

Warning: Search results only include “verified” organizations (i.e., organizations that have been verified electronically or has an approved paper Electronic Signature Agreement) unless the search is specifically conducted using the ‘Organization Id’.

This means that organizations created by Certifiers with approved ESAs are returned in search results if the search is conducted by organization name. Organizations created by Preparers will not be returned in the identical search since Preparers are not required to have an ESA.

All users within your state do not need to be registered to the same organization in order to be able to view and/or submit Exceptional Events within your state.

Note: You must register with an email address that ends with your state’s domain. It is important that you carefully note your input for the ‘User ID’ and ‘Password’ fields, as you are prompted for this information during the Exceptional Events submission process and will need to provide an exact match for authentication.

Figure 11: Organization Information for an Existing Organization

Part 2: Organization Info

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY
629 EAST MAIN STREET
RICHMOND, VA, US
23219

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

Submit Request for Access

Cancel

- b. If you cannot locate your organization in the search results, you may create a new organization by clicking the 'request that we add your organization' link (see Figure 10). Clicking the link will take you to the Organization Information page where you can enter required organization details (See Figure 12).

Figure 12: Creating a New Organization

Part 2: Organization Info

Organization Name *

Country *

Mailing Address *

Mailing Address 2

City *

State *

ZIP/Postal Code *

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

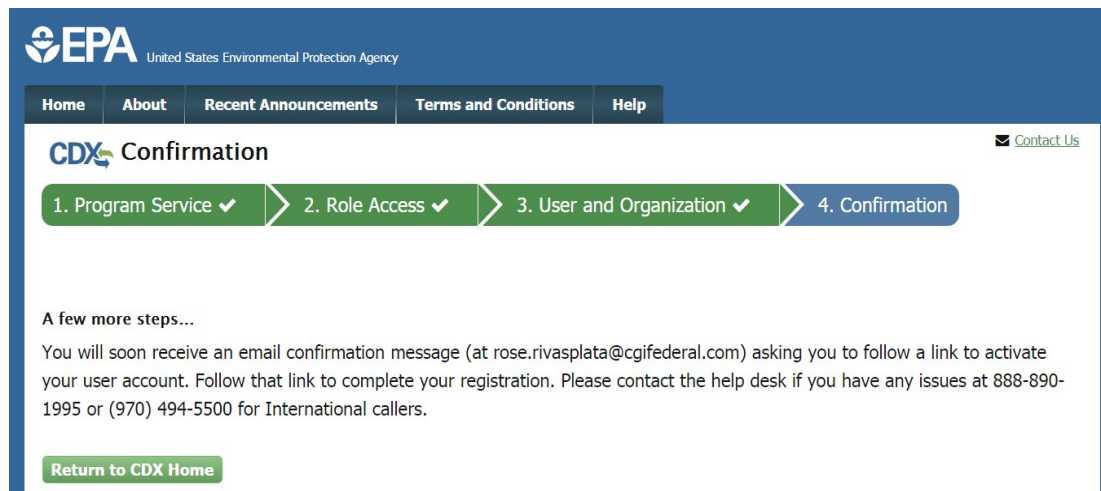
[Back to Search Results](#) **Submit Request for Access**

Cancel

Note: You must register with an email address that ends in .gov or .us in order to register as a Certifier or Preparer. If you do not have an email address that ends in gov or .us, please reach out to your EPA point of contact for alternative methods of registering as a Certifier/Preparer.

3. Select the 'Submit Request for Access' button to proceed with registration.
 - a. A confirmation page will appear stating that you will receive an email from CDX to activate your account shortly (see Figure 13).

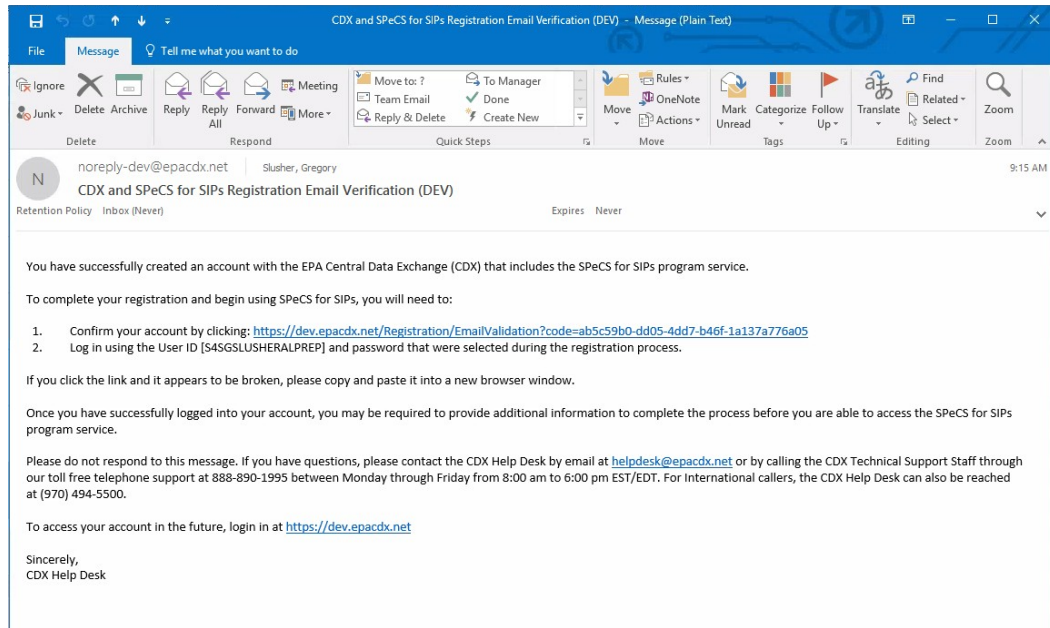
Figure 13: CDX Registration Confirmation



Confirming your Account Registration

1. Access your email account and open the email sent from CDX with the subject of 'CDX and SPeCS for Exceptional Events Registration Email Verification' (see Figure 14).
2. Select the hyperlink within the email, which will direct you to CDX. From the CDX homepage, log in to activate your account.
 - a. **For Certifiers Only:** The 'Identity Verification' screen will be displayed to complete the Electronic Signature Agreement (ESA) process. See the following section for instructions on completing an ESA.
 - b. **For Preparers Only:** Jump to the [Registration Notification](#) sections.

Figure 14: CDX Email Verification Request



Completing an Electronic Signature

Important: This section is only required for users registering as Certifiers.

1. You are taken to the 'Identity Verification' screen to complete the Electronic Signature Agreement (ESA) process (see Figure 15).
 - a. You are required to complete an electronic signature agreement prior to accessing the Exceptional Events program service for the first time. You may submit your ESA electronically or mail a paper-version of the ESA to your appropriate EPA Region.

Note: The 'Identity Verification' screen will provide two options: 1) Signing and submitting the Electronic Signature Agreement (ESA) electronically which requires identify proofing through LexisNexis or 2) A paper-based version of the ESA which does not require identity verification through LexisNexis.

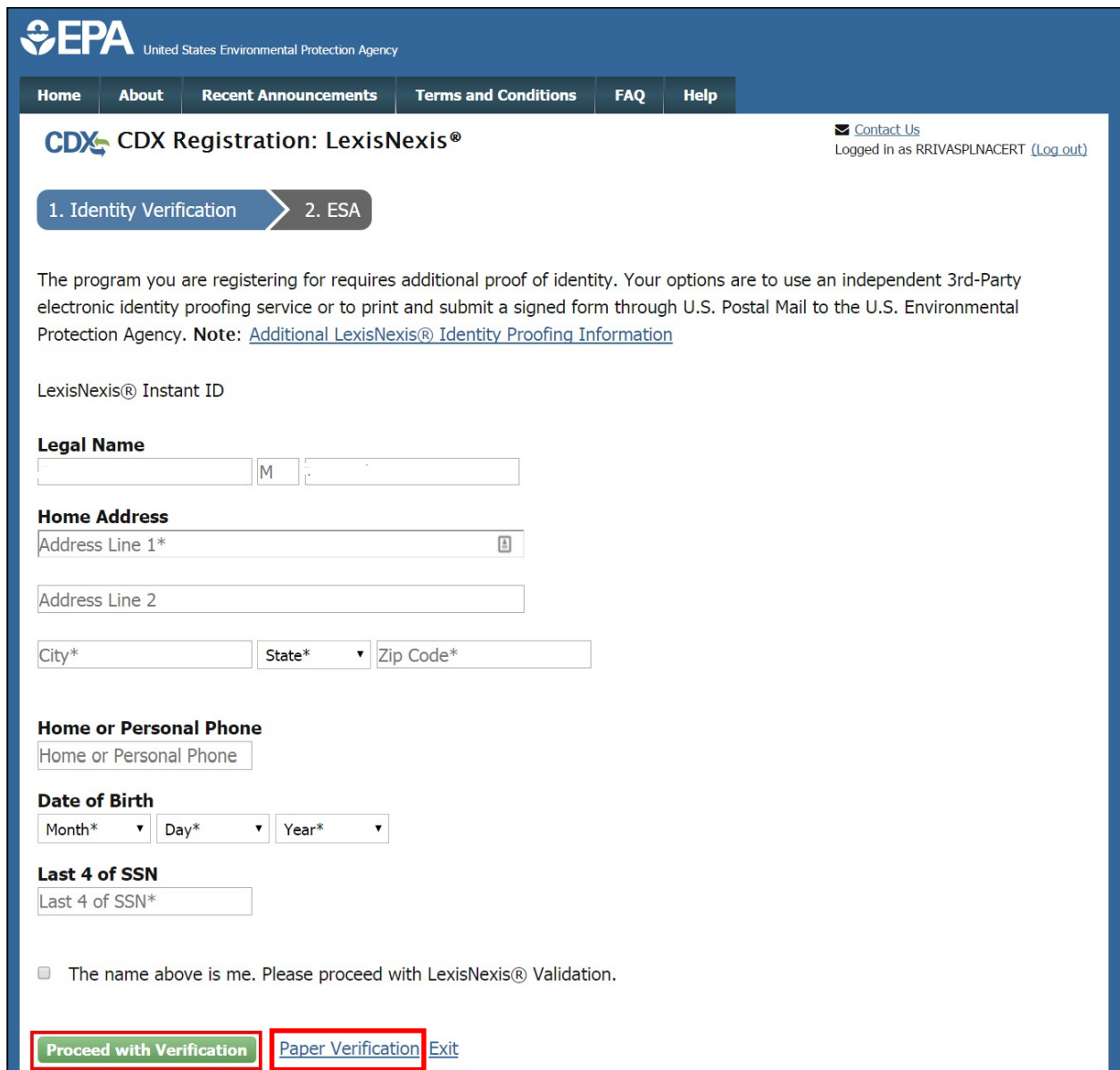
Submitting your ESA electronically allows for instant verification.

Mailing a paper-based ESA may take up to 2 weeks to process and verify.

- b. For electronic submittals of the ESA, the CDX Web application provides an identity verification service called LexisNexis, which is a third-party service that verifies the user's identity, organization information and association to the organization.
 - i. The LexisNexis service collects additional Personally Identifiable Information (PII) that CDX does not store. You must provide the necessary PII for LexisNexis to complete the identity validation for electronic submission.

- c. If you choose to mail your paper-based ESA to your EPA Region for review and approval, you can skip the remaining steps in this section and refer to the 'Submitting a Paper ESA' section in this job aide.

Figure 15: Identity Verification Page

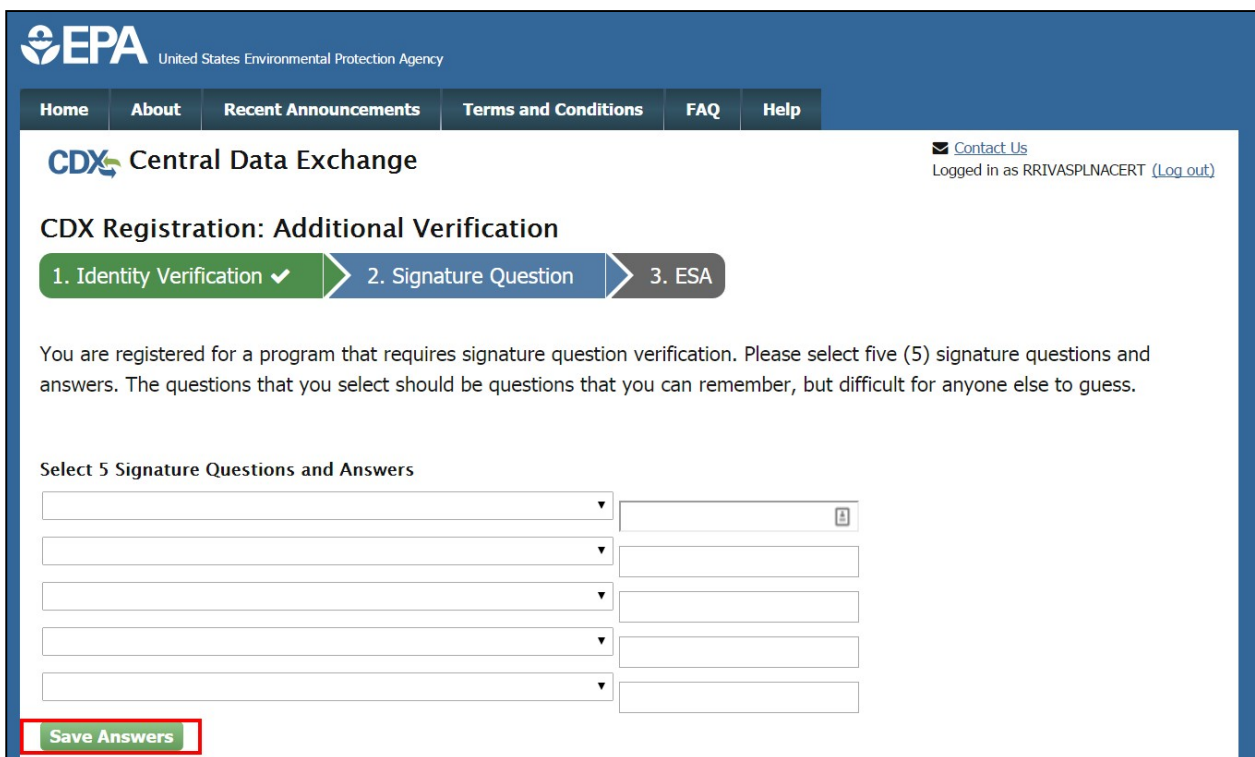


The screenshot shows the EPA CDX Registration: LexisNexis® Identity Verification Page. The page has a blue header with the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below the header, there's a section for CDX Registration: LexisNexis® with a 'Contact Us' link and a login status 'Logged in as RRIVASPLNACERT (Log out)'. The main content area has two tabs: '1. Identity Verification' (active) and '2. ESA'. The text explains that the program requires additional proof of identity and offers two options: using an independent 3rd-Party electronic identity proofing service or printing and submitting a signed form through U.S. Postal Mail. A note links to 'Additional LexisNexis® Identity Proofing Information'. The form fields include: LexisNexis® Instant ID, Legal Name (with a middle initial 'M' dropdown), Home Address (Address Line 1*, Address Line 2, City*, State* dropdown, Zip Code*), Home or Personal Phone, Date of Birth (Month*, Day* dropdown, Year* dropdown), and Last 4 of SSN. At the bottom, there's a checkbox 'The name above is me. Please proceed with LexisNexis® Validation.' and two buttons: 'Proceed with Verification' (highlighted with a red box) and 'Paper Verification Exit' (also highlighted with a red box).

2. If you are submitting your ESA electronically, enter information as necessary on the LexisNexis window to complete the identity validation and select the 'Proceed with Verification' button.
 - a. If your identity proofing failed, you will be forced to sign the paper ESA.

3. Select from the twenty (20) questions that appear in the dropdown, choose five (5) unique questions and provide five (5) unique answers (see Figure 16).
 - a. You are required to answer one (1) of these five (5) questions upon submitting any for Exceptional Events submission files.
 - b. If you pass LexisNexis validation and choose to sign the ESA electronically, the application verifies that the CROMERR security questions and answers have been approved.
 - c. If CROMERR security questions and answers have been approved, you are directed to the ESA.

Figure 16: CROMERR Signature Questions

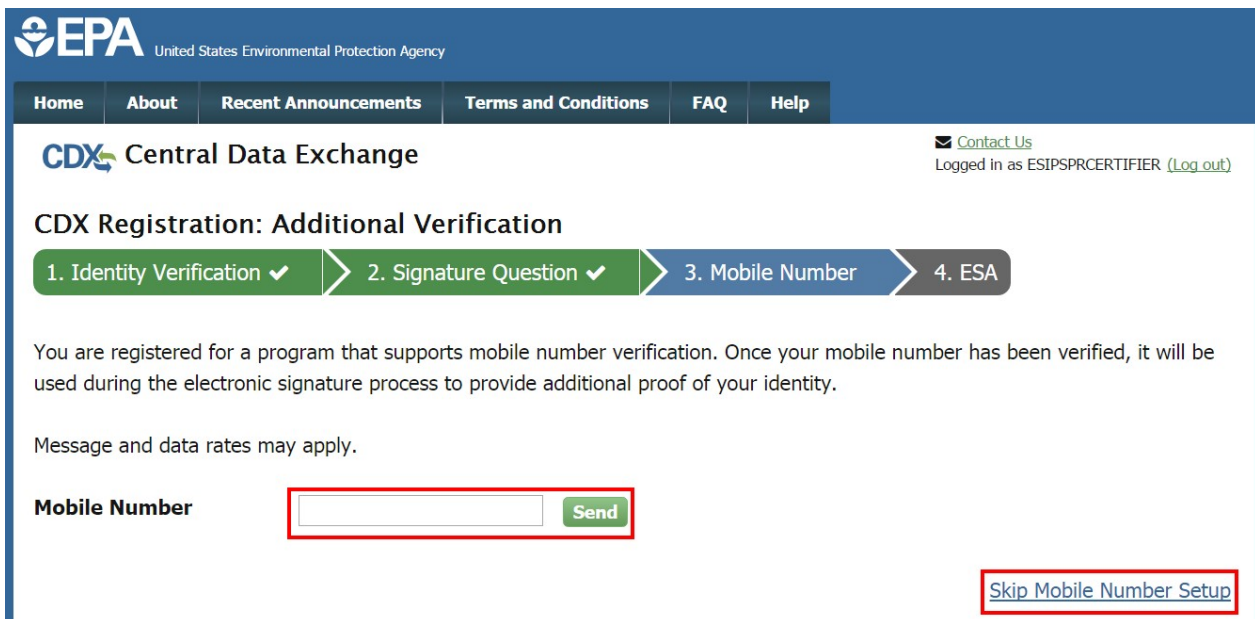


4. Click the 'Save Answers' button after providing five (5) secret questions and five (5) answers (see Figure 16).
 - a. A confirmation email notifying you that you have provided answers to five signature questions is sent to your organization email and to your CDX Inbox.
 - b. If you need to electronically sign an ESA later, you are required to provide your CROMERR questions and answers before signing electronically.
 - c. If you forget your CROMERR questions and answers, contact the CDX Helpdesk for assistance in resetting them.

5. (OPTIONAL) Enter your mobile number for use during the electronic signature process. Select the 'Send' button to receive a text message from CDX (see Figure 17).
 - a. The for Exceptional Events system supports mobile number verification. This feature allows you to receive a code to sign submissions, in lieu of answering a CROMERR question.

Please note: You may skip this step by selecting the 'Skip Mobile Number Setup' hyperlink at the bottom right of the screen. If you choose to skip mobile number verification, proceed to step 7.
 - b. You will receive a text message from CDX that contains a PIN number (see Figure 18).

Figure 17: Mobile Number Verification



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Logged in as ESIPSPRCERTIFIER ([Log out](#))

CDX Registration: Additional Verification

1. Identity Verification ✓ > 2. Signature Question ✓ > 3. Mobile Number > 4. ESA

You are registered for a program that supports mobile number verification. Once your mobile number has been verified, it will be used during the electronic signature process to provide additional proof of your identity.

Message and data rates may apply.

Mobile Number [Send](#)

[Skip Mobile Number Setup](#)

Figure 18: CDX Verification Pin

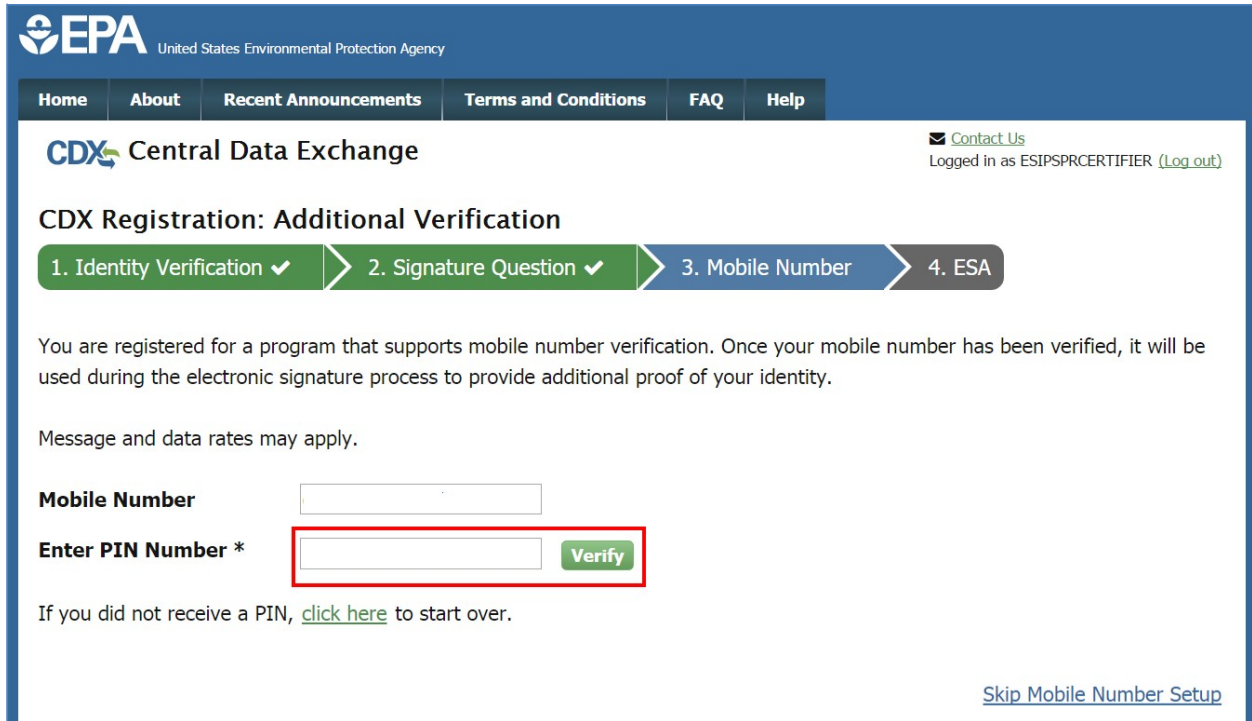
US EPA CDX: Thank you for registering your mobile phone with CDX. Your verification PIN code is:

If you have not asked to register this phone, please contact the CDX Help Desk at [1-888-890-1995](tel:1-888-890-1995) or helpdesk@epacdx.net.

04/20/2017 9:44 AM EDT

6. Enter the CDX PIN Number and select the 'Verify' button to verify your mobile number (see Figure 19).

Figure 19: PIN Number Verification



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CDX Registration: Additional Verification

1. Identity Verification ✓ 2. Signature Question ✓ 3. Mobile Number 4. ESA

You are registered for a program that supports mobile number verification. Once your mobile number has been verified, it will be used during the electronic signature process to provide additional proof of your identity.

Message and data rates may apply.

Mobile Number

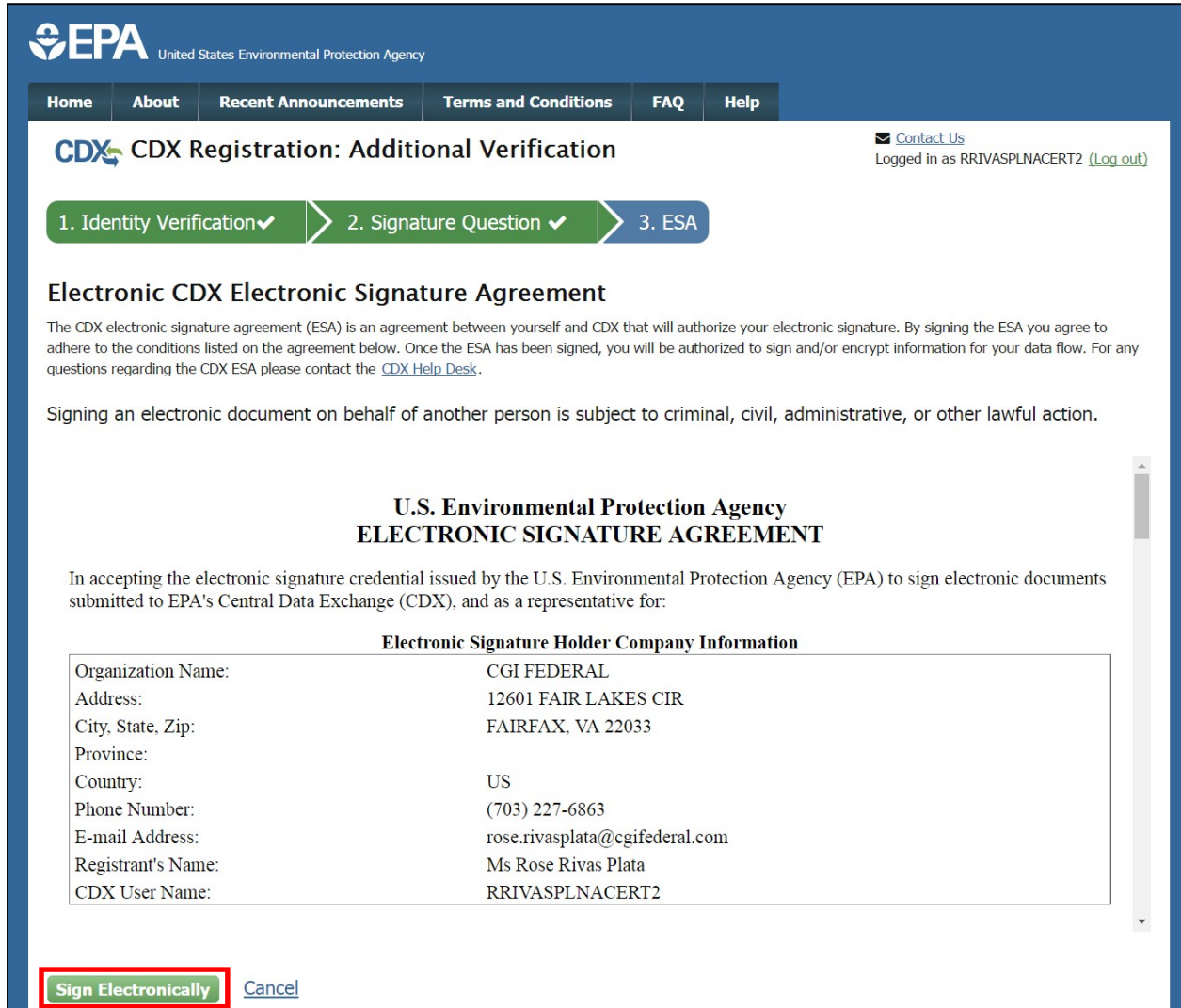
Enter PIN Number * **Verify**

If you did not receive a PIN, [click here](#) to start over.

[Skip Mobile Number Setup](#)

- a. If you have not received a text message from CDX, select the 'click here' hyperlink to modify your mobile number.
 - b. If the PIN number is correct, you will receive a text message from CDX that the specified phone number has been added to your account.
 - c. You will also receive a confirmation email notifying you that a mobile number has been associated with your account.
7. After reviewing the ESA, select the 'Sign Electronically' button to proceed (see Figure 20).

Figure 20: CROMERR Electronic Signature Agreement



The screenshot shows the EPA CDX Registration: Additional Verification page. The page has a blue header with the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below the header, there's a section for CDX Registration: Additional Verification, with a 'Contact Us' link and a login status 'Logged in as RRIVASPLNACERT2 (Log out)'. A progress bar shows three steps: 1. Identity Verification (checked), 2. Signature Question (checked), and 3. ESA (current step). The main content area is titled 'Electronic CDX Electronic Signature Agreement' and contains a paragraph explaining the agreement. Below this, there's a section titled 'U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT' with a paragraph about accepting the electronic signature credential. A table titled 'Electronic Signature Holder Company Information' lists details for CGI FEDERAL. At the bottom, there are two buttons: 'Sign Electronically' (highlighted with a red box) and 'Cancel'.

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CDX CDX Registration: Additional Verification [Contact Us](#)
Logged in as RRIVASPLNACERT2 ([Log out](#))

1. Identity Verification ✓ 2. Signature Question ✓ 3. ESA

Electronic CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	CGI FEDERAL
Address:	12601 FAIR LAKES CIR
City, State, Zip:	FAIRFAX, VA 22033
Province:	
Country:	US
Phone Number:	(703) 227-6863
E-mail Address:	rose.rivasplata@cgifederal.com
Registrant's Name:	Ms Rose Rivas Plata
CDX User Name:	RRIVASPLNACERT2

Sign Electronically [Cancel](#)

8. In compliance with CROMERR standards, you are required to agree to the certification statement. Select the 'Accept' button in the modal (see Figure 21) to continue.

Figure 21: CROMERR Certification Statement

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

9. The CROMERR eSignature Widget will appear (see Figure 22).
 - a. Enter your password to confirm your account.
 - b. As a second security measure, enter the answer to a secret question associated with your account.
 - c. Once you have completed the first two steps, select the 'Sign' button to sign your ESA.
 - d. You will receive a notification from CDX indicating that you have successfully completed the CROMERR E-Signature process.

Figure 22: CROMERR Signature Widget

Address: 1200 PENNSYLVANIA AVE NW

eSignature Widget

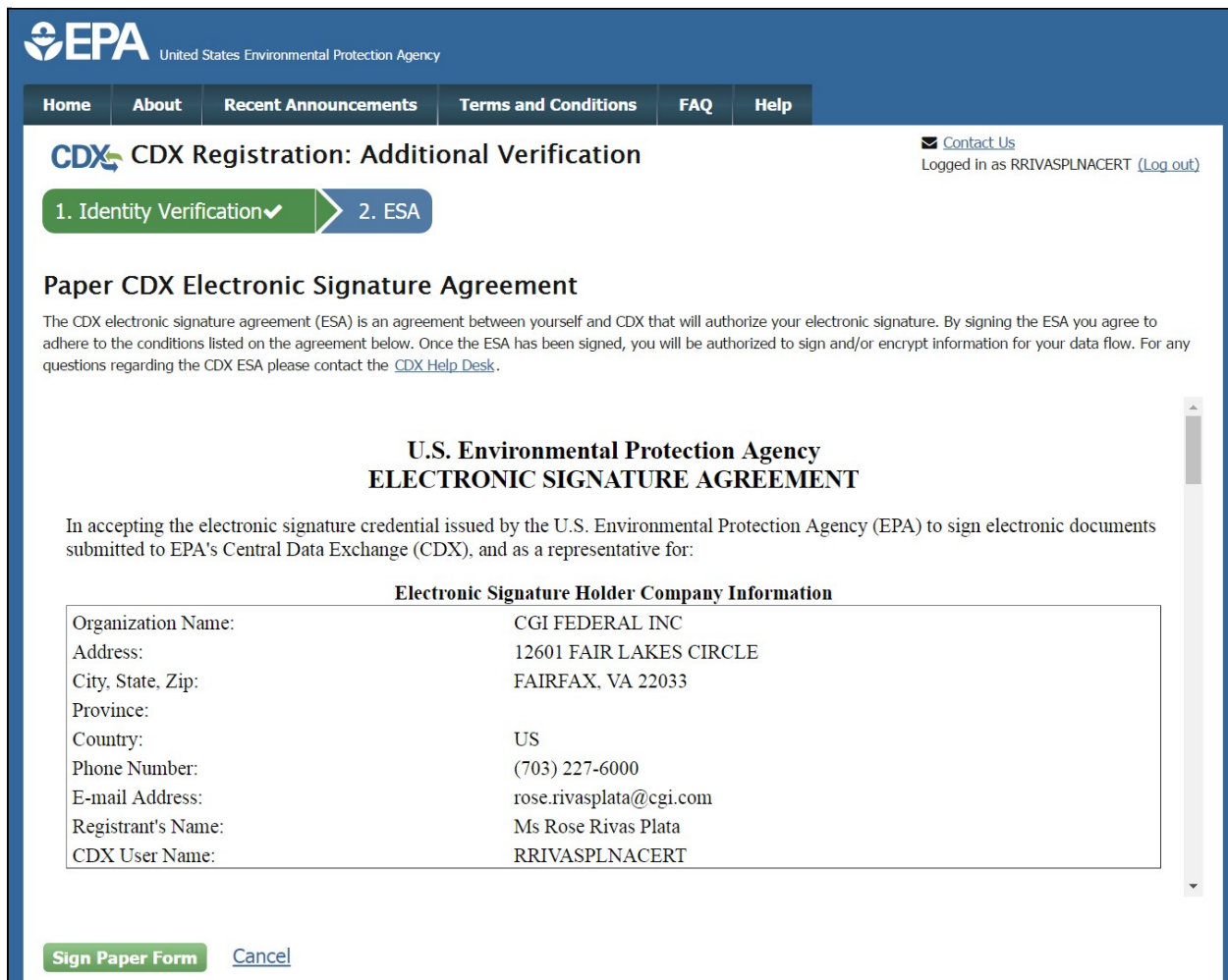
1. Log in to CDX User: ESIPSTESTUSER3_ Password: •••••••• Welcome Joseph Flynn	2. Answer Secret Question Question: What is the first and middle name of your oldest sibling? Answer: sibling Correct Answer	3. Sign File <input type="button" value="Sign"/>
--	--	--

Completing a Paper ESA

Warning: The paper ESA process may take up to 2 weeks to complete.

1. From the Identity Verification page, select the 'Paper Verification' hyperlink to sign a paper ESA in lieu of an electronic signature agreement by (see Figure 15).
2. A separate page will be displayed where you can view the paper CDX ESA. Review the ESA, then select the 'Sign Paper Form' button on this page to open the ESA in a separate window to print (see Figure 23).

Figure 23: Paper CDX Electronic Signature Agreement



The screenshot shows the EPA website's 'CDX Registration: Additional Verification' page. The page has a blue header with the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. A 'Contact Us' link and login status 'Logged in as RRIVASPLNACERT (Log out)' are in the top right. Below the header, there are two tabs: '1. Identity Verification' (active) and '2. ESA'. The main content area is titled 'Paper CDX Electronic Signature Agreement' and contains a paragraph explaining the ESA. Below this is a section titled 'U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT' with a paragraph about accepting the credential. A table titled 'Electronic Signature Holder Company Information' lists details for CGI FEDERAL INC. At the bottom, there are 'Sign Paper Form' and 'Cancel' buttons.

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX CDX Registration: Additional Verification

Contact Us
Logged in as RRIVASPLNACERT (Log out)

1. Identity Verification ✓ 2. ESA

Paper CDX Electronic Signature Agreement

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	CGI FEDERAL INC
Address:	12601 FAIR LAKES CIRCLE
City, State, Zip:	FAIRFAX, VA 22033
Province:	
Country:	US
Phone Number:	(703) 227-6000
E-mail Address:	rose.rivasplata@cgi.com
Registrant's Name:	Ms Rose Rivas Plata
CDX User Name:	RRIVASPLNACERT

Sign Paper Form [Cancel](#)

3. From the paper ESA window, select the 'Print to Mail' button to print the paper ESA (see Figure 24).
4. Provide a wet-ink signature on the paper ESA and mail the ESA to your appropriate regional contact referenced on the ESA.

5. Once an EPA Regional Reviewer has received, reviewed, and processed your paper ESA, you will receive an email message from CDX stating that your account has been activated. This process may take up to two weeks.
6. Once your account has been activated, log into CDX using your previously created user ID and password.
7. You will be prompted to provide CROMERR 20-5-1 questions and answers to complete your registration (see Figure 14).

Figure 24: CDX Electronic Signature Agreement

Print to Mail

Close

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	CGI FEDERAL INC
Address:	12601 FAIR LAKES CIRCLE
City, State, Zip:	FAIRFAX, VA 22033
Province:	
Country:	US
Phone Number:	(703) 227-6000
E-mail Address:	rose.rivasplata@cgi.com
Registrant's Name:	Ms Rose Rivas Plata
CDX User Name:	RRIVASPLNACERT

I,
(Name of Electronic Signature Holder)

(1) **I agree to notify CDX within ten working days if my duties change** and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification by notifying the CDX Technical Support staff at 1-888-890-1995 or helpdesk@epa.gov.

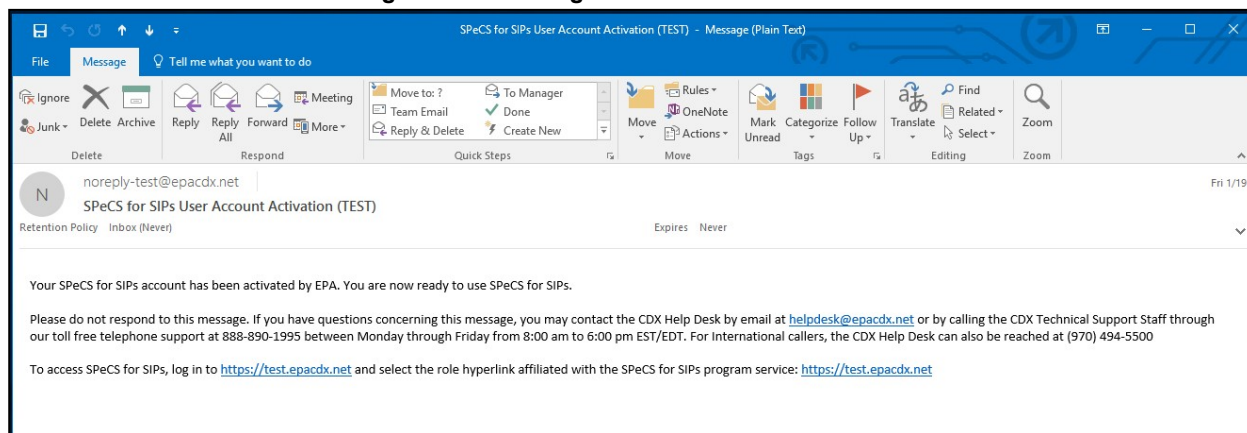
Note: You may choose to discontinue the registration process by clicking the 'Cancel' button. If you do not complete either the electronic or paper ESA, you must contact your Registration Maintenance Account Manager (RMAM) to obtain access to the program role requested.

If you do not know your RMAM contact information, contact scott.denise@epa.gov.


Registration Notifications

1. After completing the registration process, you are provided confirmation of successful registration (see Figure 25).
 - a. **For Certifiers Only:** If you chose the paper ESA option, you will not see the notification shown in Figure 25 until after EPA has reviewed and approved your ESA.

Figure 25: CDX Registration Confirmation Email



2. Upon logging in to CDX or navigating to the 'MyCDX' screen, the correct role (Preparer or Certifier) is listed under the 'Services' section of the screen.

Please note: All 'SPeCS for Exceptional Events' roles should have an active hyperlink and the  icon next to them, signifying that the role is active.

Support

If you have any questions related to registering as a preparer or certifier, please contact Denise Scott at scott.denise@epa.gov.